



DSWR Pipeline Sales Reporting User Guide  
June 2019 (revised)

Pipeline Sales Reporting for Brewpubs



BRITISH  
COLUMBIA

**LIQUOR  
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## Introduction

Welcome to the BC Liquor Distribution Branch (LDB) Direct Sales Web Reporting (DSWR) application. The DSWR application provides you with a safe and secure way of reporting sales and customer return information for both pipeline and packaged products to the BCLDB over the Internet. The application allows you to:

- Create and manage sales and customer return documents.
- Create and submit batches consisting of multiple documents.
- Correct and re-submit a batch.
- View a history of submitted batches.
- Download and print document and batch details for your records.
- Update your DSWR user profile.

### ***About This Guide***

This guide focuses on the DSWR application's pipeline sales reporting feature, which allows brewpubs to report weekly pipeline sales and return information for their attached licensed establishment. For a more comprehensive look at the DSWR application, including information on reporting packaged product sales and returns as well as creating and submitting batches, refer to the *BCLDB Direct Sales Web Reporting User Guide (V.9)*.

### ***Before You Get Started***

The pipeline sales reporting feature is only enabled for brewpubs that have been configured in the system to report sales of pipeline products. To ensure that pipeline sales reporting is enabled for your store, contact the Wholesale Private Distribution Reporting ([wpdr@bcldb.com](mailto:wpdr@bcldb.com)) after you have received your BCeID and registered for the DSWR application.

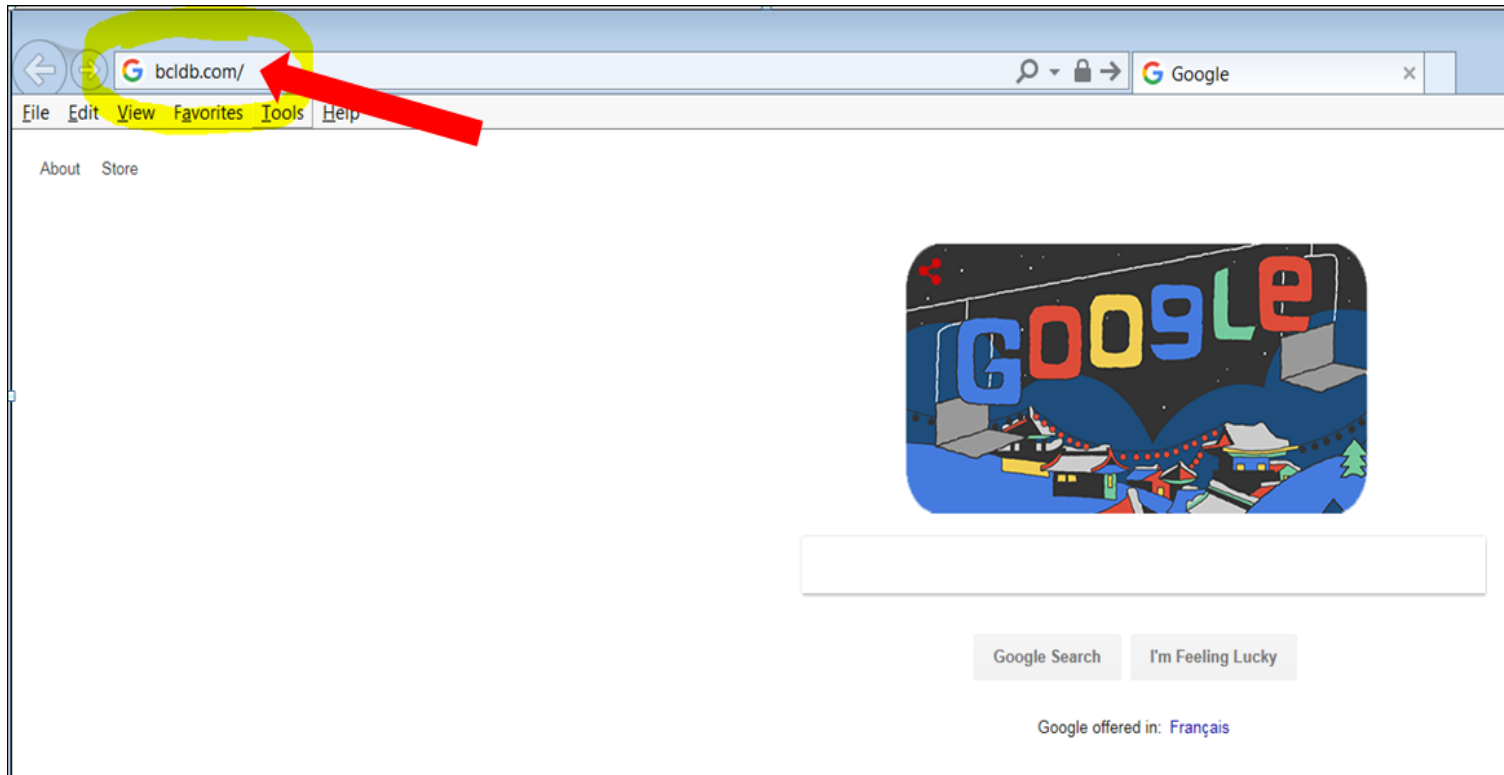
For information on obtaining a BCeID and registering for the application, see the *BCLDB Direct Sales Web Reporting User Guide (V.9)*

## Log-in

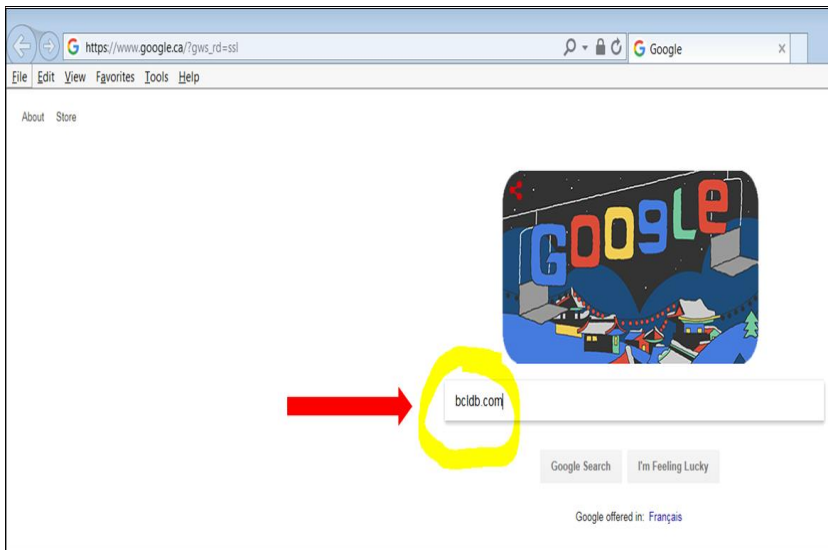
To log-in to the DSWR application:

1. There are 2 ways to log-in to the DSWR application from the BCLDB home page.

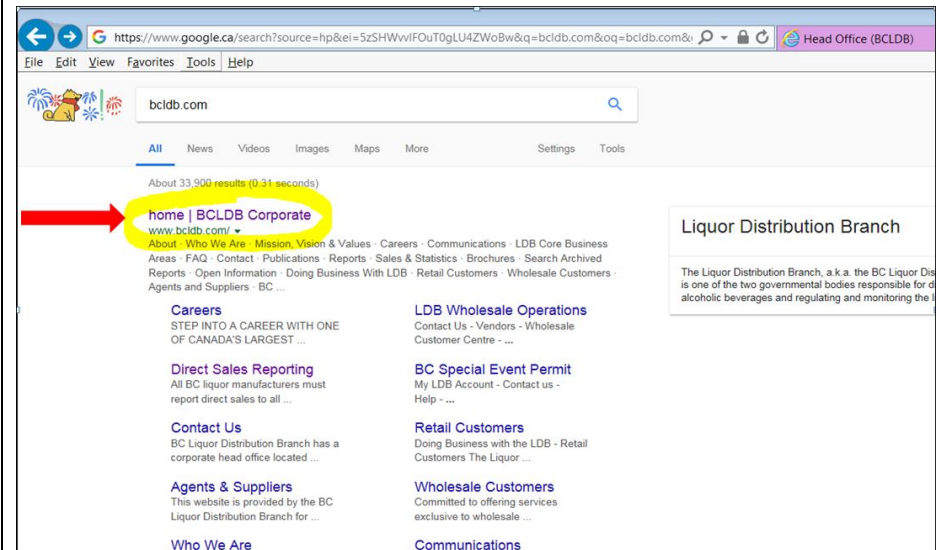
The shorter way is to enter “bcldb.com” in the top left URL field and press “Enter” key to see the BCLDB Home page.



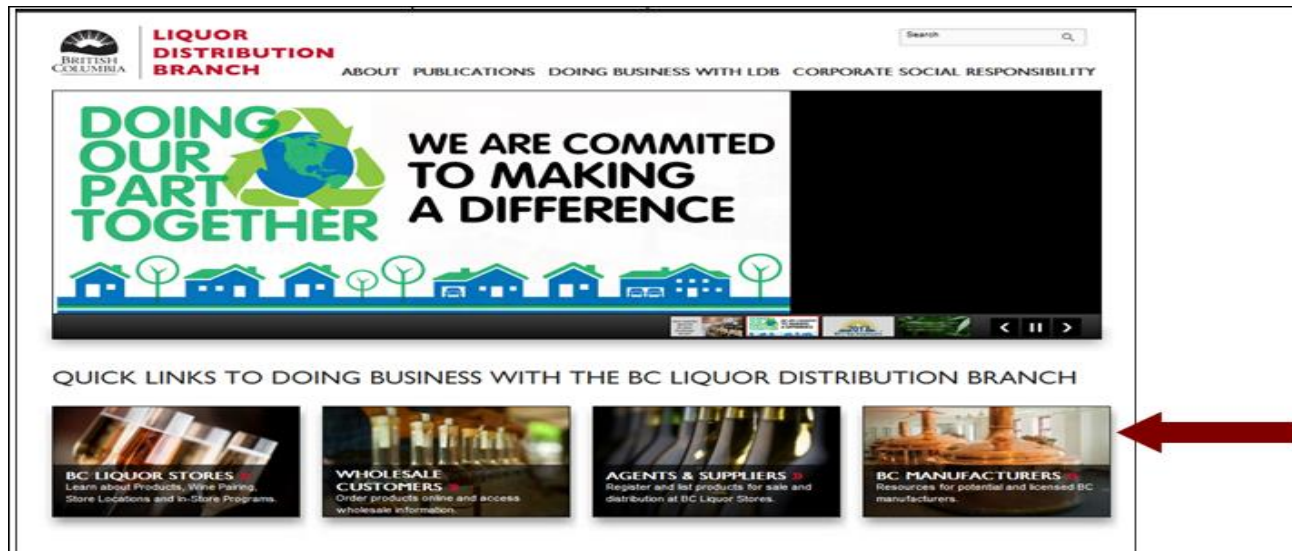
The longer way is to enter "bcldb.com" in Google search box in the middle of the page and press "Enter".



Then click "home|BCLDB Corporate" to get to next page which is the BCLDB home page.



The BCLDB home page displays. Press the **BC MANUFACTURERS** tile at the bottom right.



The **INFORMATION FOR BC LIQUOR MANUFACTURERS** page opens.



2. Scroll down and click **Direct Sales Web Reporting** link at the bottom of page.

Proceed to Step#3 below if this doesn't take you directly to the *BCeID Log-in* page.

Enter your BCeID username and password before clicking **Next**.

The screenshot shows a login form with two input fields: 'BCeID:' containing 'jdoe' and 'Password:' with masked characters. To the right of each field is a 'Forgot My BCeID' and 'Forgot My Password' button respectively. At the bottom right is a yellow 'Next' button. A red arrow points to the 'Next' button.

The *BCeID Post Logon* page appears with information about your BCeID account activity.

3. Click **Next**.

If there is only one store associated with your account then the *DSWR Home Page* appears.

If there is more than one store associated with your account then the *Select Store* window appears.


Select Store			
Select	Store Number	Store Name	Store Type
<input type="radio"/>	60	BCLS #060 CACHE CREEK	GLS
<input type="radio"/>	441	WHISTLER BREWING CAS #441	CAS

Click the round button on the left to select the store you wish to report for and press **Enter**.

The **DSWR Reporting Home Page** for the selected store appears.

# The Home Page

The *Home Page* is your central point of activity in the DSWR application. If your brewpub has been configured in the system to report pipeline sales, you will see a **Pipeline Sales Reporting** link in the *Actions* column that you can use to create sales and customer returns documents for pipeline products.



John Doe | [Profile](#) | [Close](#)  
Active Store: 123 Store Name: OCEAN VIEW BREWPUB #123

Home

Workspace

Search/Export

[Help](#)

Actions

- [Create Document](#)
- [Pipeline Sales Reporting](#)
- [Create Batch](#)
- [File Upload](#)
- [Select Store](#)
- [User Guides and Other References](#)

✖
Please be advise that DSWR will be unavailable this weekend Aug 10th to 11th.

**List of Users**  
Displaying 1 to 5 of 5 results.

User ID	Name
jdoe	John Doe
fname	Faux Name

**Documents not in a Batch**  
Displaying 1 to 5 of 23 results.

Invoice Ref. No.	Date	Status	Download
<a href="#">2134542</a>	04/07/2015	Complete	<a href="#">pdf</a>
<a href="#">2134541</a>	04/05/2015	Complete	<a href="#">pdf</a>
<a href="#">2134540</a>	04/05/2015	Incomplete	<a href="#">pdf</a>
<a href="#">2134539</a>	04/04/2015	Complete	<a href="#">pdf</a>
<a href="#">2134538</a>	04/04/2015	Complete	<a href="#">pdf</a>

[Next 5](#)

**Recent Batches**  
Displaying 1 to 2 of 2 results.

Batch Date	Status	Date Submitted	Submitted By	Comments	Download
<a href="#">04/24/2015</a>	Pending		John Doe	<a href="#">View</a>	<a href="#">pdf</a>   <a href="#">csv</a>
04/17/2015	Submitted	04/17/2015	John Doe		<a href="#">pdf</a>   <a href="#">csv</a>

BCLDB DSWR Pipeline Sales Reporting – Page 8

## Reporting Process Overview

Reporting for pipeline products should be performed on a weekly basis. You should use the same week ending day (Saturday is recommended) from week to week.

The process of reporting brewpub sales and return information involves the following steps:

1. Create customer sales and returns documents for packaged products.
2. Complete a Pipeline Sales report.
3. Create a batch.
4. Add both packaged sales and pipeline sales documents to the batch.
5. Review the batch.
6. Submit the batch for processing.

**NOTE:** This guide only covers the second step of the reporting process: creating pipeline sales and customer returns document. For information on the remaining steps, refer to the *BCLDB Direct Sales Web Reporting User Guide (V.10)*.

Brewpubs who sell beer in cans, growlers and kegs in addition to pipeline sales will have two separate document-creation processes: one for packaged products, and another for pipeline products. Though packaged and pipeline product documents are created using separate processes, they do not need to be batched separately; batches can include sales and returns documents for both packaged and pipeline products.


**NOTE:** Unlike with packaged products, pipeline sales and returns documents cannot be created by uploading a CSV file.


## Creating Documents

There are two types of documents in the DSWR application for reporting pipeline products: sales and customer returns. When reporting pipeline sales, use sales documents to report the transfer of product from your brewery to your licensed establishment via a pipeline, and customer returns documents to process error corrections or reverse incorrectly submitted pipeline sales reports.

Both types of document consist of two sections: a document header displaying the document type, the week ending date, invoice reference number and customer information, and document details listing the specifics of the transaction.

Header Information						
For the week ending		Invoice Ref. No.	Customer Type	Customer Number	Customer Name	
04/21/2015		12127182	Licensee	110534	OCEAN VISTA BREWPUB	
	SKU	Brand Name	Qty In Litres	Price (\$)	Comments	Total
1.	684589	VISTA - BREEZE LAGER - 1X1.000L	61	\$2.71	<a href="#">View</a>	\$165.31
2.	110817	VISTA - GLOOMY IPA - 1X1.000L	25	\$2.59	<a href="#">View</a>	\$64.75
3.	110809	VISTA - CANOPY ALE - 1X1.000L	91	\$2.59	<a href="#">View</a>	\$235.69
			Total Litres			177
			Provincial Mark-up Rate			\$0.55
			Provincial Mark-up Due			\$97.35
			Add GST (@5.00%)			\$4.87
			Add PST (@0.00%)			\$0.00
			Amount Due to LDB			\$102.21

 Document header

 Document details

## The Input Pipeline Report Header Page

Creating a document involves first creating the header on the Input Pipeline Report Header page, which you can access by clicking Pipeline Sales Reporting under Actions on the Home Page.

The screenshot shows the 'Input Pipeline Report Header' page in a web application. The page has a top navigation bar with 'Home', 'Workspace', and 'Search/Export' tabs, and a 'Help' link. A left sidebar contains an 'Actions' menu with options like 'Create Document', 'Pipeline Sales Reporting', 'Edit Document', 'Delete Document', 'Create Batch', 'Edit Batch', 'Batch Summary', 'Batch Review', and 'File Upload'. Below the sidebar is a 'Routine Maintenance' notice. The main content area is titled 'Input Pipeline Report Header' and contains a 'Header Information' section with a light blue background. This section includes a 'Document Type' dropdown set to 'Sales', a 'For the week ending' date field set to '04/21/2015', and an 'Invoice Ref. No.' field set to '0004212015'. Below this are fields for 'Customer Number' (334829), 'Customer Name' (Ocean Vista Brewpub), 'Customer Type' (Licensee), 'Payment Type' (Cash), 'Phone Number' (555-555-5555), 'Address' (3219 Moonlight Drive), 'City' (Arden), 'Province' (BC), and 'Postal Code' (V20 1Q8). At the bottom right, there are 'Document Details' and 'Cancel' buttons. Red callout boxes with numbers 1 through 9 point to specific elements: 1 points to the 'Actions' menu, 2 points to the page title, 3 points to the 'Invoice Ref. No.' field, 4 points to the 'Batch Review' option, 5 points to the 'Customer Number' field, 6 points to the 'For the week ending' date field, 7 points to the 'Customer Name' field, 8 points to the 'Postal Code' field, and 9 points to the 'Cancel' button.

Number	Item	Description
1	Document Type	Select the document type ( <i>Sales</i> or <i>Customer Returns</i> ). If <i>Customer Returns</i> is selected, an additional field appears: <i>Original Invoice Number</i> (to link the return to the corresponding sales document).
2	Week Ending	Click the empty field or calendar icon to open the calendar and then select a week ending date. This can be any day of the week; you do not have to use the same day every week. The price of the products sold and the tax rates will be determined by the price in the system as of the week ending date you select. The week ending date must be unique for pipeline sales document to prevent duplicated reporting.
3	Invoice Ref No.	Enter a reference number for the invoice. This number will be used to identify the document in the system. You can choose any number, as long as it is unique, numeric only, and between one and ten digits long.  <b>Note:</b> Unique Invoice number means that the number should not have been used before.
4	Customer Number	The <i>Customer Number</i> field is automatically populated by the system with the LCLB license number of the licensed establishment attached to your brewery.
5	Customer Type	The <i>Customer Type</i> field is automatically populated by the system with <i>Licensee</i> to indicate the customer is a registered licensee.
6	Customer Name	The <i>Customer Name</i> field along with the other fields related to customer details ( <i>Phone Number, Address</i> etc.) is automatically populated by the system with the registered licensee's information.
7	Payment Type	The payment type you are going to use to process the payment of the provincial markup to the LDB. It is set to <i>Cash</i> by default to indicate a bank deposit or transfer.
8	Document Details	Once the <i>Input Document Header</i> page is complete, click <b>Document Details</b> . The header information is saved and you are directed to the <i>Input Document Details</i> page, where you can enter the details of the transaction.
9	Cancel	Click <b>Cancel</b> at any time to exit the <i>Input Document Header</i> page without saving.

# The Input Pipeline Report Details Page



Once you have created the document header, enter the details of the transaction on the Input Document Details page, which is accessible by clicking Document Details on the Input Document Header page.

Home
**Workspace**
Search/Export
[Help](#)

Actions

- Create Document
- Pipeline Sales Reporting
- Edit Document
- Delete Document
- Create Batch
- Edit Batch
- Batch Summary
- Batch Review

Routine Maintenance

I REPEAT: Gummy the best FRIENDS

## Input Pipeline Report Details (Sales)

HEADER INFORMATION

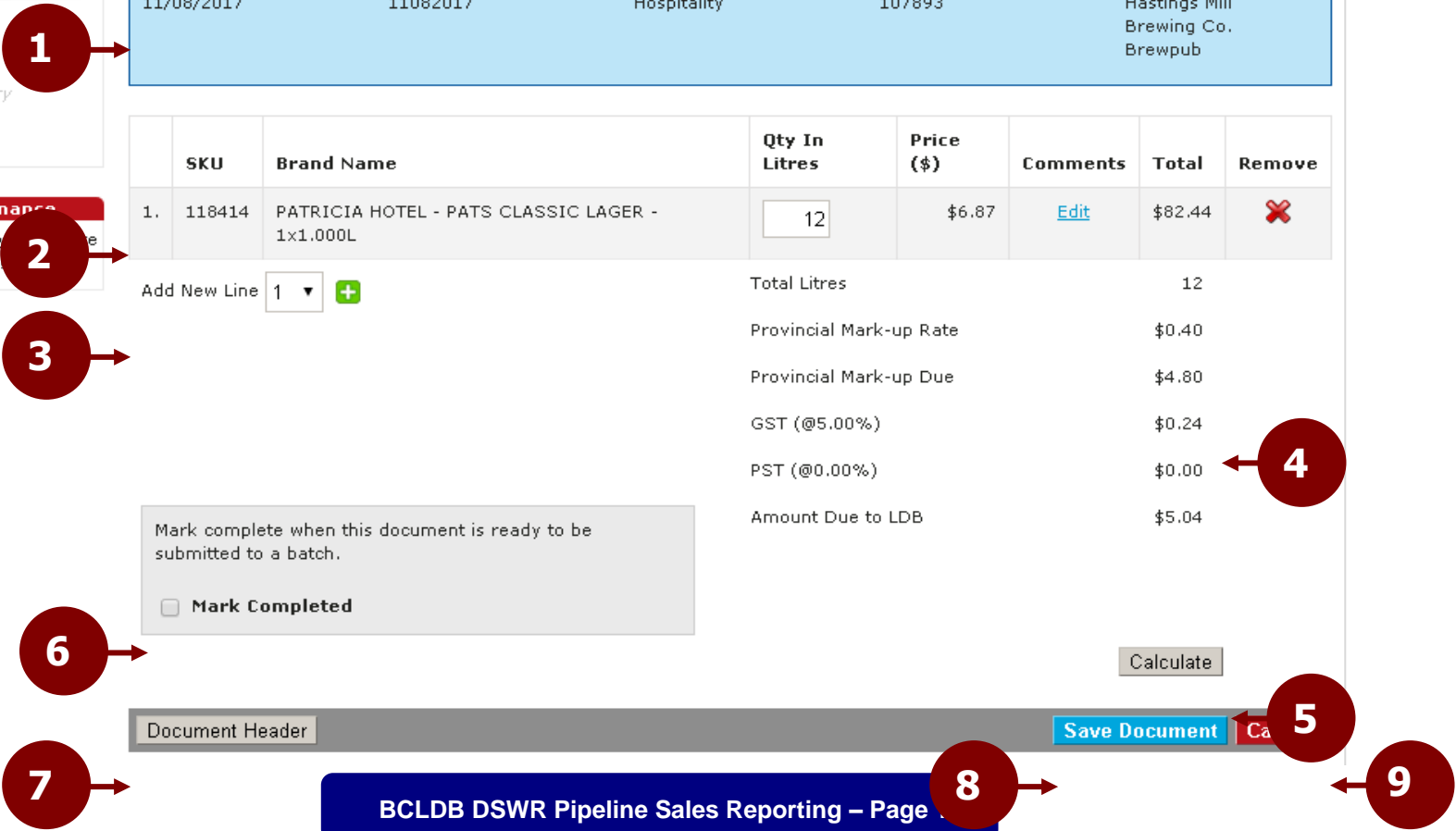
For the week ending	Invoice Ref. No.	Customer Type	Customer Number	Customer Name
11/08/2017	11082017	Hospitality	107893	Hastings Mill Brewing Co. Brewpub


	SKU	Brand Name	Qty In Litres	Price (\$)	Comments	Total	Remove
1.	118414	PATRICIA HOTEL - PATS CLASSIC LAGER - 1x1.000L	12	\$6.87	<a href="#">Edit</a>	\$82.44	✖
Add New Line		1					
						Total Litres	12
						Provincial Mark-up Rate	\$0.40
						Provincial Mark-up Due	\$4.80
						GST (@5.00%)	\$0.24
						PST (@0.00%)	\$0.00
						Amount Due to LDB	\$5.04

Mark complete when this document is ready to be submitted to a batch.

Mark Completed

Document Header
Save Document



Number	Item	Description
1	Header Information	The document's header information as entered on the <i>Input Document Header</i> page.
2	Line	<p>Each product included in the transaction appears as a line consisting of the following fields:</p> <ul style="list-style-type: none"> <li>• <b>SKU:</b> Select a product SKU. When a SKU is entered, the <i>Brand Name</i> and <i>Price</i> fields are completed automatically. Only pipeline SKUs are permitted in the Pipeline sales reporting function; packaged products must be reported under the create document function.</li> <li>• <b>Brand Name:</b> Automatically displays the brand name of the product and the selling unit when a SKU is entered.</li> <li>• <b>Qty In Litres:</b> Enter the number of litres sold or returned for each SKU (as defined in the Brand Name column).</li> <li>• <b>Price (\$):</b> Automatically displays the price per litre when a SKU is entered (based on the system price as of the week ending date).</li> <li>• <b>Comments:</b> Optionally, click <i>Edit</i> to leave a comment regarding the sale.</li> <li>• <b>Total:</b> Automatically displays the total based on the SKU selling price and quantity.</li> <li>• <b>Remove:</b> Click <b>X</b> to remove an item from the document.</li> </ul> 
3	Add New Line	Click <b>+</b> to add another line, or use the drop-down menu to add up to ten new lines at a time. The same SKU can be added multiple times.
4	Calculations	<ul style="list-style-type: none"> <li>• <b>Total Litres:</b> The combined number of litres sold for all lines.</li> <li>• <b>Provincial Mark-up Rate:</b> The malt levy rate, which is determined by the number of litres sold.</li> <li>• <b>Provincial Mark-up Due:</b> The malt levy rate multiplied by total litres sold.</li> <li>• <b>Add GST (@5.00%):</b> GST.</li> <li>• <b>Add PST (0.00%):</b> PST (Retail customers only – wholesale customers are exempt).</li> <li>• <b>Amount due to LDB/Gross Refund:</b> Provincial mark-up due plus the GST.</li> </ul>
5	Calculate	Once you have entered all the items associated with the transaction, click <b>Calculate</b> to calculate the document and display the totals. Calculating the document is optional—the document is automatically calculated when saved.
6	Mark Completed	If the document is complete and ready to be added to a batch, click the <i>Mark Completed</i> box. If the document is not ready to be added to a batch, leave the box unchecked. You can always return to the

Number	Item	Description
		document later and mark it as complete when it is ready to be submitted.
7	Document Header	Click <b>Document Header</b> to return to the <i>Input Document Header</i> page.
8	Save Document	Once all the products in the transaction have been added, click <b>Save Document</b> to save the document.
9	Cancel Document	Click <b>Cancel</b> at any time to exit the <i>Input Document Details</i> page without saving.

## Creating Sales Documents

To create a pipeline sales document:

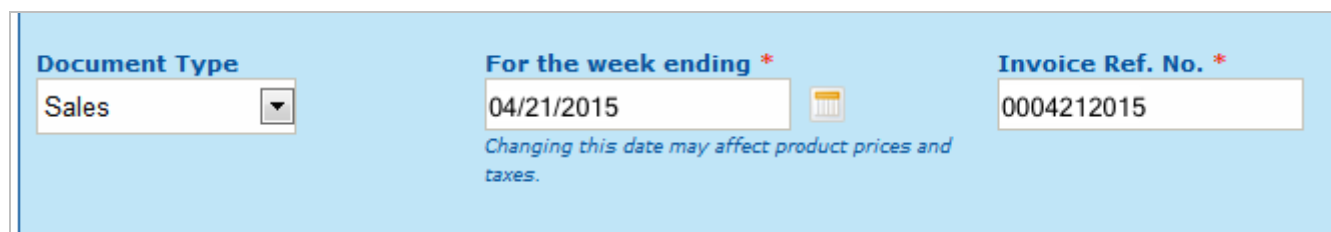
**NOTE:** Only one sales document for pipeline products can be created per day.

1. From the *Home* or *Workspace* pages, click **Pipeline Sales Reporting** under *Actions*.

The *Input Document Header* page appears.

2. Complete the following fields:

- **Document Type:** Make sure the *Document Type* is set to *Sales*.
- **For the week ending:** Click the empty field or calendar icon to open the calendar and then select the date of the transaction. This can be any day of the week; you do not have to use the same day every week. The price of the products sold and related tax rates will be determined by the price in the system as of the week ending date you select.
- **Invoice Ref. No.:** Enter a unique reference number for the invoice. This number will be used to identify the document in the system. You can choose any number, as long as it is unique, numeric only, and between one and ten digits long.



The screenshot shows a light blue form with three input fields. The first field is labeled 'Document Type' and contains the text 'Sales' with a dropdown arrow. The second field is labeled 'For the week ending \*' and contains the date '04/21/2015' next to a calendar icon. Below this field is a note: 'Changing this date may affect product prices and taxes.' The third field is labeled 'Invoice Ref. No. \*' and contains the number '0004212015'.

3. The **Payment Type** defaults to Cash. Click **Document Details**.

a. The *Input Document Details* page appears.



4. Select the SKU number for the first pipeline product you would like to add to the document.

	SKU	Brand Name
1.	113399	VANCOUVER ISLAND - ISLANDER LAGER - 1x19.500L
2.	<input type="text"/>	<input type="text"/>



5.

6. The item is added to the document.

7. Enter the number of litres sold into the *Qty In Litres* field.

8. Optionally, you may add a comment for yourself or other users belonging to your store by clicking on the **Edit** link in the *Comments* column, typing a comment into the field, and then clicking **Apply**. Any comments you add will be saved with the document

Comments

Forgot to include this in the previous batch.



9. If there are more products to include in the transaction, click the plus icon to add new lines. You may add up to ten new lines at a time. The same SKU can be added multiple times to the same document.

10. Once you have entered all the items associated with the transaction, click **Calculate** to calculate the document and display the totals.

**NOTE:** Calculating the document is optional—the document is automatically calculated when saved.

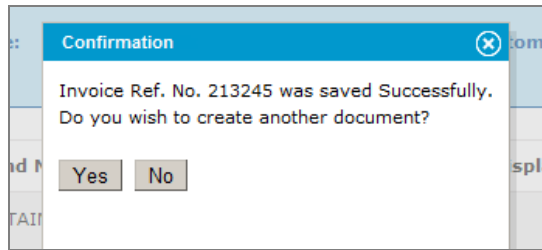
11. If the document is complete and ready to be added to a batch, click the *Mark Completed* box.

If the document is not ready to be added to a batch, leave the *Mark Completed* box unchecked. You can always return to the document later and mark it as complete when it is ready to be submitted. See “Edit a Document”.

**NOTE:** When a document that has not been marked completed is saved, it is given the status of *Incomplete*. Only documents with the status of *Complete* can be added to a batch.

12. Click **Save Document**.

The document is saved and the *Confirmation* window appears.



13. If you wish to create another document, click **Yes** to go to a blank *Input Header* page, otherwise click **No** to go to the *Home* page.

## Creating Customer Returns Documents

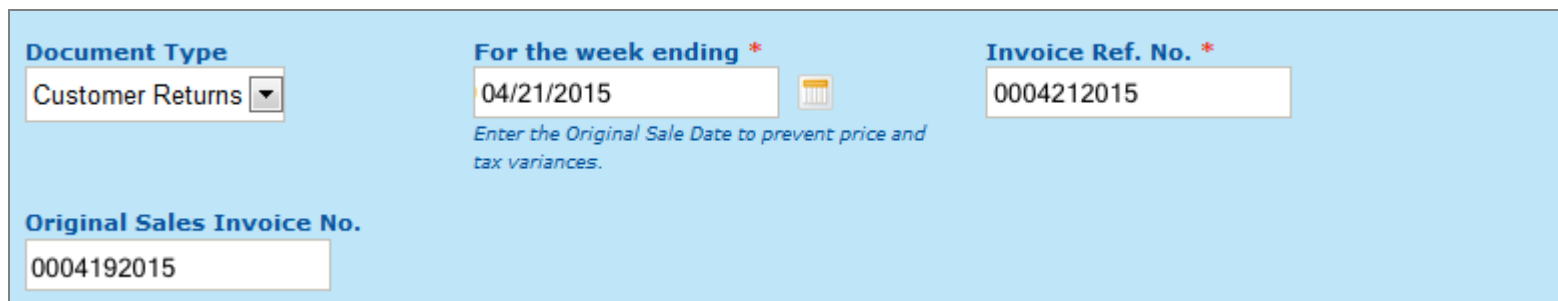
When reporting pipeline sales, customer returns documents are used to make corrections or adjustments to previously reported pipeline sales.

To create a customer returns document for pipeline product:

1. From the *Home* or *Workspace* pages, click **Pipeline Sales Reporting** under *Actions*.

The *Input Document Header* page appears.

2. Complete the following fields:
  - **Document Type:** Set *Document Type* to *Customer Returns*.
  - **For the week ending:** Click the empty field or calendar icon to open the calendar and then select the original week ending date. Tax and pricing will be set according price in the system on this date.
  - **Invoice Ref. No.:** Enter a unique reference number for the invoice. This number will be used to identify the document in the system. You can choose any number, as long as it is unique, numeric only, and between one and ten digits long.
  - **Original Sales Invoice Number:** (Optional) Enter the original pipeline sales invoice number.

A screenshot of the "Input Document Header" form. It has a light blue background. The form contains four fields: "Document Type" with a dropdown menu showing "Customer Returns"; "For the week ending" with a text box containing "04/21/2015" and a calendar icon; "Invoice Ref. No." with a text box containing "0004212015"; and "Original Sales Invoice No." with a text box containing "0004192015". There is a note below the date field: "Enter the Original Sale Date to prevent price and tax variances."

3. The **Payment Type** defaults to Cash.

4. Click ***Document Details***.

The *Input Document Details* page appears



5. Select the SKU number for the first product you would like to add to the document.

	SKU	Brand Name
1.	113399	VANCOUVER ISLAND - ISLANDER LAGER - 1x19.500L
2.	<input type="text"/>	<input type="text"/>

The *Brand Name Search* window opens.

After entering the name of the brand and clicking **Search**, select the desired result and click **Select**.

Brand Name Search

Brand Name  
Vista

Search Reset

Displaying 41 to 45 of 50 results.

Select	SKU	Brand Name
<input checked="" type="radio"/>	12757	VISTA GLOOMY IPA - 1X1.000L
<input type="radio"/>	962589	VISTA BEYOND BITTER - 1X1.000L
<input type="radio"/>	394676	VISTA BREEZE LAGER - 1X1.000L
<input type="radio"/>	960849	VISTA CANOPY ALE - 1X1.000L
<input type="radio"/>	394585	VISTA RED DAWN ALE - 1X1.000L

Select Previous 5 Next 5

The item is added to the document.

**NOTE:** The same SKU can be added to a document multiple times.

6. If more than one litre of the product was returned, enter the number of litres into the *Qty In Litres* field.

7. Optionally, you may add a comment regarding the transaction by clicking on the **Edit** link in the *Comments* column, typing a comment into the field, and then clicking **Apply**. Any comments you add will be saved with the document.



8. If there are more products to include in the transaction, click the plus icon to add new lines. You may add up to ten new lines at a time.
9. Once you have added all the items associated with the transaction, click **Calculate** to calculate the document and display the totals.

**NOTE:** Calculating the document is optional—the document is automatically calculated when saved.

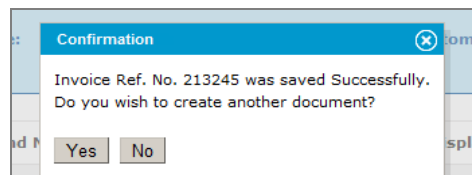
10. If the document is complete and ready to be added to a batch, click the *Mark Completed* box.

If the document is not ready to be added to a batch, leave the *Mark Completed* box unchecked. You can always return to the document later and mark it as complete when it is ready to be submitted. See “Edit a Document”.

**NOTE:** When a document that has not been marked completed is saved, it is given the status of *Incomplete*. Only documents with the status of *Complete* can be added to a batch.

11. Click **Save Document**.

The document is saved and the Confirmation window appears.



12. If you wish to create another document, click **Yes** to go to a blank Input Document header page, otherwise click **No** to go to the *Home* page.

## Exporting Documents as CSV Files

CSV files of documents exported for your records will include a column indicating pipeline sales documents.

C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
Transaction_	Invoice_Re	Original_Ir	Customer_	Customer_	Customer_	SKU	Quantity	Price	Container_	Comments	Doc_Statu	Batch_Nur	Batch_Date	Batch_Status	Pipeline Sales
04/04/2015	58		555555	LIC	John Doe	106732	4	3.23	0		Complete	2509	04/08/2015	Submitted	Y
04/04/2015	58		555555	LIC	John Doe	118414	11	8.21	0		Complete	2509	04/08/2015	Submitted	Y
04/04/2015	57		555555	LIC	John Doe	106732	5	3.23	0		Complete	2509	04/08/2015	Submitted	Y
04/04/2015	57		555555	LIC	John Doe	118414	10	8.21	0		Complete	2509	04/08/2015	Submitted	Y
04/04/2015	57		555555	LIC	John Doe	157487	1	9.58	0		Complete	2509	04/08/2015	Submitted	Y
04/05/2015	62		555555	LRS	John Doe	722777	1	63.46	0		Complete	2509	04/08/2015	Submitted	N
04/05/2015	62		555555	LRS	John Doe	946491	1	63.46	0		Complete	2509	04/08/2015	Submitted	N
04/05/2015	55		555555	LIC	John Doe	106633	200	3.23	0		Complete	2509	04/08/2015	Submitted	Y
04/05/2015	55		555555	LIC	John Doe	118414	100	8.21	0		Complete	2509	04/08/2015	Submitted	N
04/05/2015	60		555555	LRS	John Doe	112268	100	10.19	10		Complete	2509	04/08/2015	Submitted	N

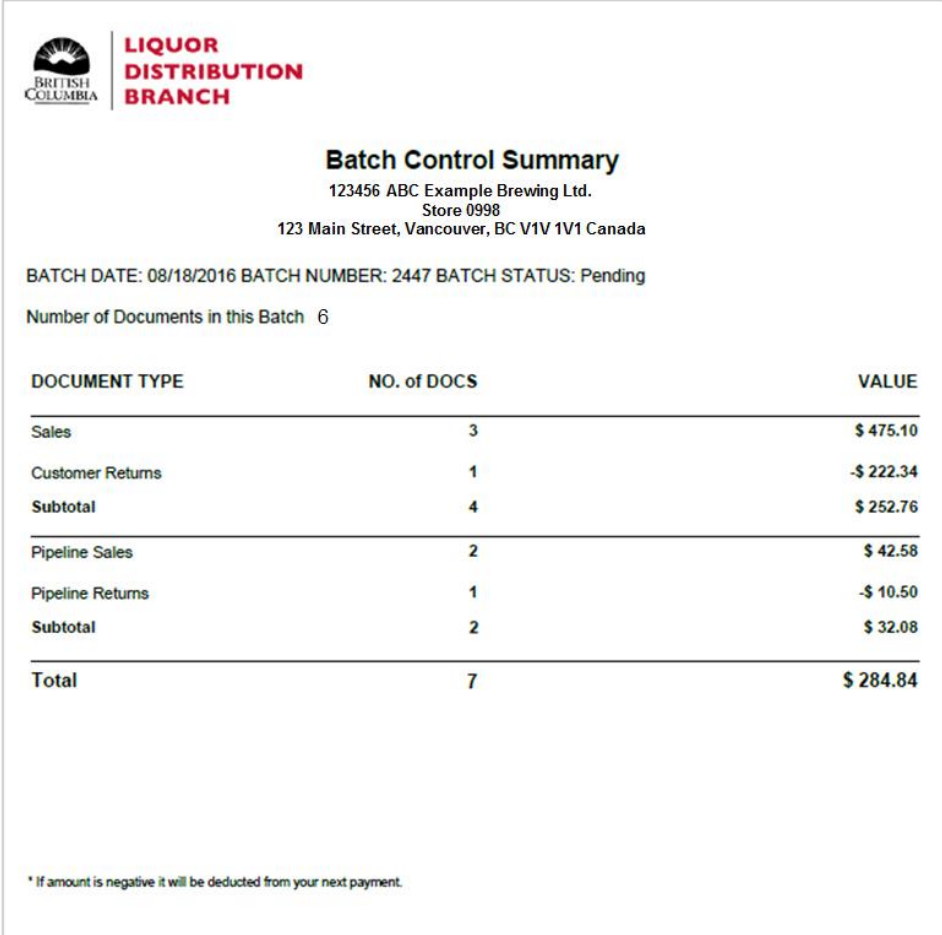
See the BCLDB DSWR User Guide (V.9) to learn how to export documents as CSV files.


## Creating, Reviewing and Submitting Batches

Once you have created pipeline sales and/or customer returns documents, the process of adding them to a batch, reviewing the batch, and submitting it is the same as for reporting packaged products. Pipeline sales and customer returns documents do not need to be batched separately from documents for packaged products; batches can include both types of documents.

Pipeline sales and and returns documents will be displayed separately from packaged sales and returns documents on the *Batch Review* page and the Batch Control Summary PDF document for batches containing both types of documents.

**NOTE:** The screenshot below may look slightly different depending on the remittance process you follow.



 **LIQUOR  
DISTRIBUTION  
BRANCH**

**Batch Control Summary**  
123456 ABC Example Brewing Ltd.  
Store 0998  
123 Main Street, Vancouver, BC V1V 1V1 Canada

BATCH DATE: 08/18/2016 BATCH NUMBER: 2447 BATCH STATUS: Pending

Number of Documents in this Batch 6

DOCUMENT TYPE	NO. of DOCS	VALUE
Sales	3	\$ 475.10
Customer Returns	1	-\$ 222.34
<b>Subtotal</b>	<b>4</b>	<b>\$ 252.76</b>
Pipeline Sales	2	\$ 42.58
Pipeline Returns	1	-\$ 10.50
<b>Subtotal</b>	<b>2</b>	<b>\$ 32.08</b>
<b>Total</b>	<b>7</b>	<b>\$ 284.84</b>

\* If amount is negative it will be deducted from your next payment.

On the *Batch Summary* page, you can use the *SKU Type* dropdown menu to filter sku types in the batch by packaged/keg or pipeline products.

Batch Date		Batch No.		Batch Status		Job Status	
04/21/2015		2638		Rejected			
Filter by Document Type:		<input type="text" value="All"/>		SKU Type:		<input type="text" value="All"/> <ul style="list-style-type: none"> <li>All</li> <li>Packaged/Kegs</li> <li>Pipeline</li> </ul>	
Invoice Ref. No.	Document Type	SKU Type	Transaction Date	Amount Paid			
<a href="#">9784</a>	RET	Pipeline	04/20/2015	\$80			

See the BCLDB DSWR User Guide (V.9) to learn how to create, review and submit batches.

## Nil Reporting

From the Sales Agreement Terms and Conditions you are required to report to the BCLDB on your sales-related activities, including if you did not process any sales or returns in any given week. The BCLDB must receive all your Sales Reports no later than the first business day of the week following each week of sales.

Follow these steps:

1. From the **Home** tab, under **Actions** click **Create Batch** link.

DIRECT SALES WEB REPORTING

LIQUOR DISTRIBUTION BRANCH

Glenda Throssell | Profile | Close  
Active Store: 997 Store Name: SMOKE TEST STORE

Home Workspace Search/Export Help

**Actions**

- Create Document
- Realize Sales Reporting
- Create Batch**
- File Upload
- Select Store
- User Guides and Other References

**Routine Maintenance**

The DSWR website may be periodically unavailable for scheduled maintenance. Maintenance is typically scheduled on Sunday 5:30am to 8:30am.

Saturday, March 31 is year end for the LDB. Please be sure to create a batch for this date and have it processed through DSWR by Tuesday, April 3rd to make our year end .

List of Users

Documents not in a Batch

Displaying 1 to 5 of 6 results.

Invoice Ref. No.	Date	Status	
<a href="#">317032</a>	10/13/2017	Complete	<a href="#">pdf</a>
<a href="#">56463</a>	06/08/2017	Complete	<a href="#">pdf</a>
<a href="#">545545</a>	06/05/2017	Complete	<a href="#">pdf</a>
<a href="#">1111</a>	05/22/2017	Incomplete	<a href="#">pdf</a>
<a href="#">3333</a>	05/17/2017	Complete	<a href="#">pdf</a>

Next 5

Recent Batches

2. On this screen ensure **Store Number** is correct.

Enter **Batch Date**, type in the words "**NO SALES**" in the Batch Comments field. Click **SAVE**.

The screenshot shows a web form with the following fields and controls:

- Store Number:** A text input field containing "505".
- Batch Date (MM/DD/YYYY):** A date picker field containing "02/06/2018". Below it is a note: "Please use correct batch date for time period you are reporting."
- Batch Comments:** A text area containing "NO SALES".
- Available Documents:** An empty list box.
- Added to Batch:** An empty list box.
- Navigation:** Four arrow buttons (left, right, up, down) between the document lists.
- Buttons:** "Save" (blue) and "Cancel" (red) buttons at the bottom right.

3. **Batch Review** screen displays.

Confirm Expected Deposit Amount is **\$0.00**. (Let WPDR Manager know ASAP if this is not the case)

Click **Submit**.

The screenshot shows the "Batch Review" screen with the following sections:

- DOCUMENT IN BATCH:** A table with one row:

Batch Date	Batch Number	Batch Status	Job Status
02/06/2018	17502	Pending	
- Total of all documents to be added in the batch.**
- Batch Control Summary:** A table:

Document Type	Quantity	Control Field	Value
<b>Total</b>	0		\$0.00
- Deposit Slip Summary:** A table:

Payment Type	Net Register Amounts	- Refunds	=	Expected Deposit *
Cash	\$0.00	\$0.00	=	\$0.00
- Footnote:** "\* If amount is negative, you can deduct this from your next batch deposit."
- Buttons:** "Submit" (blue) button at the bottom right.

4. A completed batch should show “0” under the **Doc Count** box.

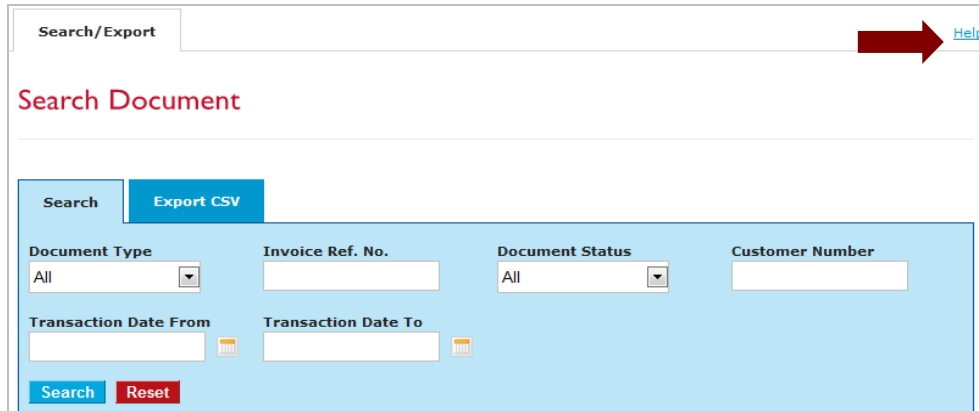
Recent Batches

Displaying 1 to 1 of 1 results.

Batch Date	Status	Date Submitted	Submitted By	Comments	Job Status	Doc Count
02/06/2018	Submitted <input type="checkbox"/>	02/06/2018	Dynamite DMG	<a href="#">View</a>		0

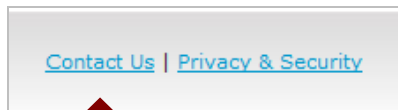
## Help

If you require assistance with the application, first try looking for a resolution to the issue in the *Help* section. You can access the *Help* section by clicking the **Help** link on any page.



The screenshot shows a 'Search/Export' header with a 'Help' link on the right, indicated by a red arrow. Below the header is a 'Search Document' section with a light blue background. It contains two tabs: 'Search' and 'Export CSV'. The 'Search' tab is active and contains several search criteria: 'Document Type' (dropdown menu set to 'All'), 'Invoice Ref. No.' (text input), 'Document Status' (dropdown menu set to 'All'), and 'Customer Number' (text input). Below these are 'Transaction Date From' and 'Transaction Date To' (both with calendar icons). At the bottom of the search area are 'Search' and 'Reset' buttons.

If you do not find what you need in the *Help* section, please contact the administrators via the **Contact Us** link at the bottom of the screen.



The screenshot shows a button with the text 'Contact Us | Privacy & Security'. A red arrow points upwards to the 'Contact Us' link.



The screenshot shows a 'Contact Us' form with the following fields: 'Name' (text input), 'E-mail' (text input), 'Subject' (dropdown menu set to 'Registration Questions'), 'Phone Number' (text input with a format hint 'format: 555-555-5555'), and 'Your Message' (text area). At the bottom are 'Submit' and 'Cancel' buttons.